

TOWN OF EAST WINDSOR

JOB DESCRIPTION

DEPARTMENT: HUMAN SERVICES AND SENIOR SERVICES

TITLE: DIRECTOR OF SOCIAL SERVICES

POSITION GOAL:

The Director is responsible for the day to day oversight and administration of the Social Service of East Windsor. This is a management position that plans, organizes and directs the Human Services and Senior Services including professional social casework services and services for the elderly.

PRIMARY DUTIES:

- Develops and implements Human Service and Senior Service departments' policies, budgets and operating procedures.
- Supervises, schedules, assigns, directs and evaluates employees.
- Supervises Town Human Services and Senior Services including:
 - Administration of Federal/State Fuel Assistance Program and the Renter's Rebate Program.
 - Operation of the Senior Center including oversight of elderly nutrition programs, transportation for the elderly and handicapped (SSI) and appropriate recreational/educational programs;
 - Case management of individuals and families with Human Service needs and assistance to residents through various programs. Makes referrals to other appropriate agencies as needed and home visits as needed.
 - Research and application for grants relevant to Human Services and Senior Services;
 - Training and development for staff members.
 - Coordination of human service and elderly service activities with Federal, State and other local social service agencies and providers.
 - Administration of the East Windsor Emergency Food and Fuel Banks, Holiday Baskets and Toy Distribution.
- Cooperates with other Town agencies to integrate programs in the areas of education, health, recreation and public safety.
- Attends meetings of community, elderly and social service agencies, conferences and meetings for continuing education and training.
- Provides advocacy services for Town residents. Develops new programs and activities to meet the social service and elderly needs of Town residents.

ADDITIONAL DUTIES:

- Meets with interest groups to communicate services available to residents.
- Participates in professional Human Services and Senior Services organizations to maintain awareness of developments in the field of Social and Senior Services.
- Responds to emergency calls outside of regular work hours.
- Supervises Community Service Individuals.
- The above description is illustrative of duties and responsibilities. It is not meant to be all inclusive. Additional duties may be assigned as needed.

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SUPERVISED BY:

Administrative direction from the First Selectman or their designee; duties and responsibilities are prescribed by State Statute, Town Charter and Town Ordinances. Position is a member of Local 818-21 of Council 4 AFSCME, AFL-CIO.

QUALIFICATIONS PROFILE:

Minimum of Bachelor's Degree in gerontology, social services or a field related to the social services and elderly from a recognized college or university, plus two years of work experience in a supervisory capacity with developing and organizing Town social services.

Knowledge of various aspects of the Human Service and Senior Service fields.

Knowledge of personnel management, budget administration practices, working with groups and counseling techniques.

CPR recommended.

Working knowledge in all Microsoft applications.

LICENSE AND CERTIFICATION

Valid driver's license.

REQUIRED PHYSICAL DEMANDS AND WORK ENVIRONMENT

Ability to:

- work in an office setting subject to continuous interruptions and background noises,
- operate standard office equipment including: calculator, facsimile machine, copier, telephone, computer, printer and similar office equipment,
- work under stress from demanding deadlines and changing priorities and conditions
- remember multiple tasks and assignments given to self and others over long period of time,
- hear normal sounds with some background noise and to communicate effectively
- perform gross body coordination and perform tasks that require hand-eye coordination,
- carry, lift documents and equipment weighing up to 20 pounds.